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DD/S 71-2717

12 JUL 1971

MEMORANDUM FOR: Director of Personnel

SUBJECT : Follow-On Actions to Inspector General's Survey
of the Office of Personnel

REFERENCE : Report of the Inspector General's Survey of the
Office of Personnel, April 1971

1. The reply to the report of the Inspector General's Survey of the Office of Personnel contained several items requiring follow-on action by the Office of Personnel. Keyed to the recommendations in the Survey, these actions are:

Recommendation No. 3

Establish a more definitive plan which will identify the academic skills needed to provide a balanced staff and require SP careerists undergoing training to take those courses that are most needed by the Office of Personnel.

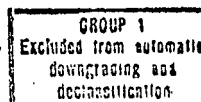
Recommendation No. 4

Plan and initiate an internal Office of Personnel training program for new careerists, designed to give such careerists a knowledge of fundamental skills and of the Office of Personnel.

Recommendation No. 5d

Make a study to determine the feasibility of conducting all recruiting on a TDY basis from Headquarters.

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Recommendation No. 8

Prepare a paper recommending turnover to the Deputy Director for Plans the responsibility for continuation of the civilian reserve program for DDP personnel and discontinuing remainder of this program.

Recommendation No. 9

Prepare a paper directing Selection Branch personnel to visit operating components on a scheduled basis.

Recommendation No. 11c

Prepare a paper directing Chief, Clerical Staffing Branch to canvass all components of the Agency annually for unclassified work to be performed by clerical employees in process at TAS.

Recommendation No. 11d

Seek professional advice in planning and submit a proposal for improving the decor of the TAS.

Recommendation No. 14

Initiate prompt action to establish a system ensuring positive and continuous control and location of all Official Personnel Files.

Recommendation No. 16

Perform a study of the workload demands upon the Central Processing Branch subsequent to overseas personnel reduction programs, such as BALPA and OPRED, to determine the manpower needs of the Branch.

2. May I have a report of your progress in accomplishing these objectives within thirty days of the date of this memorandum and at subsequent thirty-day intervals thereafter until all actions have been completed.

John W. Coffey
Deputy Director
for Support

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